A. TR9000 FILE PREPARATION PROGRAM INSTRUCTIONS

INTRODUCTION

The TR9000 file preparation program is available electronically at no cost to PC users who request it from AutomatedBilling@michigan.gov. This program builds the **required** File Transfer Control records at the front and back of MDCH UB-92 (EMC 5.0) files before the files are sent to MDCH. Interactive screens let users enter variable fields. MDCH does not require the use of the TR9000; it is provided for those who do not wish to program the logic to write the required control records. Information for creating the header and trailer files manually are found in Appendix B1.

Instructions for using the TR9000 accompany the software. They are found in the file TR9000.doc and are paraphrased in this section.

NOTE: The program requires as much workspace on a PC as the size of the data file. TR9000 writes back to the original path name with the control records and automatically deletes the work area.

HOW THE TR9000 WORKS

A Selection List (TR9000.FIL) is built and maintained using information from the header and trailer records previously created through this program (TR9000). This reduces redundant keying and sets default values for files that are run through this program more than once.

TR9000 will prompt for information needed in the header and trailer records. Any of the default values may be replaced by the user. A temporary file (TR9000.WRK) is written with the new file, including the header and trailer records. At the end of the process the temporary file is written to the input pathname and the temporary file is deleted.

FUNCTIONS OF THE TR9000

The TR9000 can be used for the following purposes:

- To add an entry to the Selection List, and

- To delete an existing entry from the Selection List.

MANUAL TITLE		APPENDIX	PAGE
MDCH ELECTRONIC SUBMISSION		**A**	**2**
APPENDIX TITLE	**TR9000 INSTRUCTIONS**	DATE	
		10-4-02	

MEDICAL
SERVICES
ADMINISTRATION

In addition, the TR9000 is run to add header and trailer records to a file after you have:

- Added data to an existing file or

- Created a new file.

INSTALLING THE TR9000

Contact AutomatedBilling@michigan.gov to obtain either downloadable files or a floppy diskette. Instructions for installing the files from either medium are contained within the file TR9000.DOC. Follow those instructions to run the TR9000, as described below

RUNNING THE TR9000

Once the TR9000 is installed on the PC's hard drive, a window similar to that shown in Figure A1 will appear.
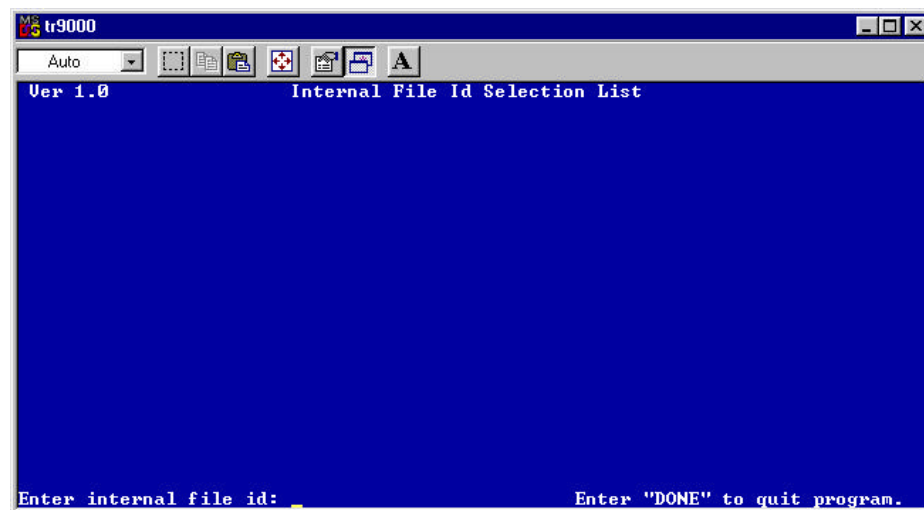

Figure A1:   Sample Initial TR9000 Window.

1. To start the TR9000, in Windows Explorer, double-click the tr9000.exe icon.

2. Enter the eight-character alphanumeric Internal File ID assigned by MDCH. This ID will track many files or variants of the same file (e.g., 3602PMO1, 3602PTU1). **NOTE**: Type "DONE" at any time to quit the program.

3. Enter **3602** at the beginning of the file name for a UB-92 (EMC 5.0) file.

4. Once the Internal File ID has been entered, the following message appears at the bottom of the screen:

Delete, Continue, or Restart < D/C/R >

NOTE: **Do not use the Enter key** after each entry; use either the down arrow or the Tab key.

5. Once all the fields have been completed, press the Enter key.

   a. Pressing **D** will delete an entry from the Selection List, but it will **not** delete the file from your disk.

   b. Pressing **C** brings up the next screen where more detail can be entered about a selected file. (See Figure A2.)

Figure A2:   TR9000 Add/Change/Process Screen

   c. Pressing R indicates an error in the selection and the ID number must be reentered correctly.

The fields on the Add/Change/Process screen have the following meanings:

Batch Number: A 12-character date-and-time field defined in the application as CCYYMMDDHHMM.

Filespec: A 36-character field used to name the file. For example, if there is a data file named 4275 stored in a directory called GLWIN, the pathname would be C:\GLWIN\4275.

Internal File Identification: An unmodifiable 8-character field carried forward from Screen 1 to Screen 2.

Internal File Date: A field filled automatically with the current date that can be changed.

Application Identification: A 2-character field defined as **MA** (for Medicaid Application), used by other application programs.

User Identification: An 8-character (seven characters and a space) field assigned by MDCH to authorized users. This currently is DCH00XX, where XX is the ID of the provider.

Input Count and **Output Count** are provided by the program. The Input Count is the number of records entered, and the Output Count is the same, plus two control records.

Bypass Count: A count of invalid (blank) records or preexisting header and trailer records in a file. "File Contains No Data Records" appears below the Output Count if a file contains only a header and trailer record; such a file would be rejected by the transfer system

The remainder of the program is self-explanatory. Questions about the TR9000 program should be directed to an MDCH File Transfer System analyst at AutomatedBilling@michigan.gov.